

TCS-2916-58

Copy ___ of ___ copies

Page 2 of 5 pages

PROCEDURE FOR VISITS TO HTAUTOMAT

I. Visit for Discussion of Established Substantive Projects. To discuss with HTAUTOMAT analysts established projects or informal business, where a working relationship exists through previous contacts.

- (1) Visitor will contact HTA analyst to make arrangements as to day, time and nature of business.
- (2) Visitor will notify his TCO or Military Liaison Officer supplying pertinent details of visit.
- (3) TCO or Military Liaison Office will contact HTA/Support Staff, Ext. 624, and provide pertinent details of visit.
- (4) HTA/Security Office will be notified by HTA/Support Staff and requested to check all clearances involved in the visit.
- (5) HTA/Security Office will notify receptionist of proposed visit. If escort is required the HTA analyst visited will provide same.

NOTE: 1

This type of visit may also be originated by the HTA analyst. In this case the HTA analyst will notify the HTA/Support Staff who in turn will make all necessary arrangements.

NOTE: 2

If tentative visitor does not know which photo intelligence analyst is working on his project he can obtain this information by contacting his TCO or Military Liaison Officer.

II. Visit to Acquire Substantive and Organizational Information or Assistance. When assistance, information on photo coverage, reports, proposed or possible requirements, status of projects, or an organizational-type briefing is desired:

- (1) Visitor will contact his TCO or Military Liaison Officer for the desired information.
- (2) When TCO or Military Liaison Officer cannot provide necessary assistance, HTA/Support Staff (Ext. 624) will be contacted and arrangements made for visit.
- (3) HTA/Security Office will be notified by HTA/Support Staff and requested to make a security check.

TCS-2916-58

Copy ___ of ___ copies

Page 3 of 5 pages

- (4) HTA/Security Office will notify receptionist of necessary details for proposed visit.
- (5) HTA/Support Staff will provide escort if required.

III. Visit to Attend Substantive Meetings or Conferences. To attend meetings, conferences or substantive briefings sponsored by HTAUTOMAT or any other Agency component at HTAUTOMAT:

- (1) Sponsoring group (HTA, OSI, ORR, etc.) will submit list of names, organization, date and time, clearances needed and requested support to HTA/Support Staff, Room 514, Ext. 624.
- (2) HTA/Support Staff will inform HTA/Security Office of pertinent details for clearance checks.
- (3) HTA/Support Staff will arrange for space and requested support.
- (4) HTA/Security Office will notify receptionist of pertinent details.
- (5) HTA component playing major part in meeting, and/or HTA/Security Office will provide escort where required.

IV. Visit to the Office of the Chief, HTAUTOMAT. To confer with the Chief, HTAUTOMAT or a member of his Office Staff:

- (1) Visitor will contact the Office of the Chief, Ext. 2741, to make necessary arrangements for proposed visit.
- (2) Office of the Chief will appropriately advise Security Office of visit.
- (3) HTA/Security Office will notify receptionist of pertinent details.
- (4) HTA/Security Office, or Office of the Chief, will provide escort if necessary.

TCS-2916-58
Copy _____ of _____ copies

Page 4 of 5 pages

V. Visit to the Office of the Military Liaison Officer. To confer with the Military Liaison Officer or a member of his unit located at HTAUTOMAT:

- (1) Visitor will contact his TCO/or Military Liaison Officer, supplying pertinent details of proposed visit.
- (2) When visitor is from a CIA office, his TCO will notify HTA/Support Staff, Ext. 624, which in turn will make the necessary arrangements with the Military Liaison Office and will request a clearance check from HTA/Security Office. When visitor is from a military organization, he will make arrangements for his visit directly with his Military Liaison Officer.
- (3) The Military Liaison Office involved will be responsible for providing the HTA/Security Office with the visitor's name, date and time of visit, and clearances.
- (4) HTA/Security will authenticate clearances and notify the receptionist of pending visit.
- (5) Escort will be provided if necessary by arrangement with HTA/Security Office.
- (6) Visitor will be confined to the Military Liaison Office area visited unless other arrangements are made by contacting the HTA/Support Staff.

VI. Visit by Personnel Not Represented by TCO or Military Liaison Officer. For visitors who are not represented by a TCO or Military Liaison Officer and where an official need, or must-know, has been established:

- (1) Arrangements for visit will be made with HTA/Support Staff, Ext. 624.
- (2) HTA/Support Staff will notify HTA/Security Office of pertinent details and request security check.

~~SECRET~~

Approved For Release 1999/09/16 : CIA-RDP61S00750A000500110045-4

TCS-2916-58

Copy ____ of ____ copies

Page 5 of 5 pages

- (3) HTA/Security Office will notify receptionist of pending visit.
- (4) Escort will be provided by component being visited.

VII. Visit for Non-substantive Purpose. To provide building maintenance, servicing of equipment, or to discuss any non-substantive topic WHICH MUST BE HANDLED WITHIN THE STEUART BUILDING:

- (1) HTAUTOMAT or Military Liaison unit sponsoring visit will be responsible for providing HTA/Security Office with the pertinent details of the sponsored visit.
- (2) HTA/Security Office will provide for necessary clearance and notify receptionist of pending visit.
- (3) Escort will be provided for by arrangement with HTA/Security Office.

Approved For Release 1999/09/16 : CIA-RDP61S00750A000500110045-4

~~SECRET~~